

UNITED STATES DISTRICT COURT, NORTHERN DISTRICT OF OHIO

Position Title: Deputy Clerk - Temporary One Year and One Day

Location: Cleveland, Ohio

Closing Date: Applications Preferred by October 31, 2005 - Position Open until filled



The U.S. District Court Clerk's Office in Cleveland, has an immediate opening for a temporary one year and one day Deputy Clerk. This position works for the Clerk of Court and reports to the Jury Administrator.

The Clerk's Office offers an entry level opportunity into the administration of justice for a self-motivated, detail oriented individual with excellent interpersonal skills. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative.

Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time and paid sick time. Judicial employees are also eligible for life insurance, and a tax-deferred savings plan, long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary.

Introduction:

This position offers an excellent opportunity to gain experience and knowledge in the Office of the Clerk. The position may be assigned a wide variety of duties including jury support; customer service; electronic docketing; reviewing and processing of official court documents; and making electronic recording of court proceedings. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

Representative Duties:

A deputy clerk may be assigned a wide variety of duties including:

Jury: Coordinates with Judges' chambers to ensure that all requests for jurors are met. Prepares and mails juror notices. Prepares and processes juror qualification materials. Records juror attendance, conducts juror orientation and ensures that juror payments are properly made. Maintains a recorded phone message system for juror call-ins and assists jurors and potential jurors by responding to all inquiries. Prepares statistical reports for the clerk, judges and the Administrative Office of the U.S. Courts.

Customer Services: Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements; files documents meeting requirements and collects appropriate fees; prepares case file and routes documents to proper offices/persons; furnishes information to a wide variety of people within and outside the court.

Docket: Makes summary entries by computerized means of documents and proceedings, such as pleadings, petitions, motions, complaints, minutes, and orders; opens and closes cases; prepares and transmits notices, judgments, and orders; answers inquiries on case status.

Records: Retrieves and files documents and files cases; makes copies of records for court personnel, attorneys, and others; operates a variety of copying and records equipment.

Mail/Scanning: Sorts, monitors, and scans court documents through an imaging system; prepares and mails copies of documents to attorneys, court personnel, and other federal agencies; operates automated mail room equipment to process mail, picks up and delivers mail, and manually folds, stuffs and meters mailings.

Operations Support Duties: Assists with the preparation of documents and files. Performs special projects, such as compiles statistical data and prepares tables or spreadsheets, develops new forms, and plans and completes complex copy projects.

Electronic Court Recorder Operator: Makes a verbatim recording of court proceedings, properly logs audio proceedings, and arranges for production of written transcripts, as requested.

Qualifications: Bachelor's degree or paralegal/legal education preferred.

Skills and Experience:

Preference will be given to applicants who have:

- ◆ previous federal court experience and/or paralegal/legal secretary experience
- ◆ expert customer service skills
- ◆ excellent keyboard skills and experience in use of computer applications, e.g. Internet navigation, WordPerfect, Excel, Adobe etc
- ◆ demonstrated ability to apply a body of rules, regulations, directives, or laws
- ◆ demonstrated ability to communicate information accurately and timely
- ◆ attention to detail
- ◆ strong organization skills
- ◆ ability to maintain strict confidentiality and work under strict deadlines

Application Instructions: Qualified persons are invited to submit application form AO78, available at the court's web site: <http://www.ohnd.uscourts.gov>. At least three references will be required of applicants who are selected for a personal interview.

**Clerk of Court
United States District Court, Northern District of Ohio,
Carl B. Stokes U.S. Court House, 801 West Superior Avenue,
Cleveland, OH 44113-1830
Attn: Personnel Department 2005-CJC-07**

Information for Applicants: Due to the nature of the duties performed, the final candidate will be subject to a background investigation. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. The U.S. Courts require employees to adhere to a Code of Conduct which is available to applicants for review at the court's web site. Only candidates selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer